

## THE SELECTION PROCESS

Each candidate's background will be evaluated on the basis of information submitted at the time of application to determine the level and scope of the candidate's preparation for this position. The resume should include any additional information which the candidate wishes considered. Only the most qualified candidates, as determined by the screening process, will be invited to participate in the selection process. The names of the most highly qualified candidates will be submitted to the Fire Chief for consideration.

NOTE: An extensive background investigation will be completed on the candidate selected for this position.

## TO BE CONSIDERED

Highly qualified candidates are invited to submit a statement of interest and a comprehensive resume detailing their knowledge, skills, and abilities relevant to this position. Submission should include **ALL** of the following:

1. Candidate's ability to meet the requirements as stated in the Qualifying Experience & Education and Desirable Qualifications sections of this recruitment announcement.
2. For organizations and programs managed, the name of each employer, job title, size of organization's budget, number and composition of personnel supervised, scope of management responsibilities, functions managed, dates of employment, and current salary.
3. Names of schools, colleges and universities attended, dates attended, degrees earned, and field(s) of study. Please enclose verification of degree(s), licenses and certificates together with the resume.

*Pursuant to State and federal requirements, we are requesting that you voluntarily provide the following information: (1) your race/ethnicity and (2) your gender. This information should be on a separate piece of paper, without your name, attached to your resume. This page will be removed from your resume when it is received. This information will be kept confidential and utilized solely for required statistical purposes.*

Resume, including cover letter and record of accomplishments, will be reviewed and evaluated as received.

Materials received by **July 22, 2011** will receive first consideration.



Please submit statement of interest and resume materials to the following e-mail address: [lheaton@hr.lacounty.gov](mailto:lheaton@hr.lacounty.gov)

Confidential Inquiries welcomed to:

### LAURA HEATON

Department of Human Resources  
Executive Services Division  
Kenneth Hahn Hall of Administration  
500 West Temple Street – Room 555  
Los Angeles, CA 90012  
Telephone: (213) 974-2674  
Fax: (213) 613-4773

## SALARY & BENEFITS

**ANNUAL SALARY: \$132,916 – \$232,488 (R16/R18)** This position is subject to the provisions of the County's Management Appraisal and Performance Plan (MAPP). Salary placement will be commensurate with candidate's qualifications, salary history, and professional career accomplishments.

**BENEFITS PLAN** – The County of Los Angeles provides an excellent benefit package that allows employees to choose benefits that meet their specific needs. The package includes:

**Retirement Plan** – The successful candidate, if sworn, will participate in a contributory, defined benefit retirement plan for Safety Members. If a non-sworn candidate is selected, he or she may choose either a contributory or non-contributory defined benefit plan. It should be noted that County employees do not pay into Social Security, but do pay the Medicare Hospital Insurance Tax (HIT) portion of Social Security at a rate of 1.45%. *The Los Angeles County Employees Retirement Association (LACERA) has reciprocal agreements with several public retirement systems in California.*

**Cafeteria Benefit Plan** – Benefits may be purchased from the MegaFlex Cafeteria Benefit Plan using a tax-free County contribution of an additional 14.5% to 17% of the employee's monthly salary. Any portion of the County contribution not used to purchase benefits is given to the employee as taxable income. Benefits available within the MegaFlex Benefit Plan include medical, dental, disability, life and AD&D insurances.

**Non-Elective Days** – 10 paid days per year with the option to buy an additional 1 to 20 elective annual leave days. Annual leave days can be used for vacation, sick or personal leave.

**Flexible Spending Accounts** – Employees may contribute up to \$400 per month tax free, to Health Care and Dependent Care Spending Accounts. The County contributes \$75 per month to the Dependent Care Spending Account.

**Savings Plan (401k)** – Optional tax-deferred income plan that may include a County matching contribution up to 4% of employee's salary.

**Deferred Compensation Plan (457)** – Optional tax-deferred income plan that may include a County matching contribution up to 4% of employee's salary.

**11 Paid Holidays Per Year.**

### THE COUNTY OF LOS ANGELES CHILD SUPPORT COMPLIANCE PROGRAM

In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires, which may assist in locating persons who owe these obligations. Family Code Section 17512 permits, under certain circumstances, for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

### SPECIAL INFORMATION

It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons regardless of race, religion, sex, national origin, age, sexual orientation or disability. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation may call: (213)738-2057 (ADA Coordinator – Voice); (800) 899-4099 (TTY); (800) 897-0077 (TTY); (800) 735-2922 (CRS).

Any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110).

### SOCIAL SECURITY ACT OF 2004

Section 419(c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website [www.socialsecurity.gov](http://www.socialsecurity.gov), or call toll free (800) 772-1213. Persons who are deaf or hard of hearing may call the TTY number (800) 325-0778 or contact a local Social Security office.

This announcement may also be downloaded from the COUNTY OF LOS ANGELES website at:

<http://dhr.lacounty.info>

**The County of Los Angeles is an  
Active Equal Opportunity Employer**

*The County of  
Los Angeles  
Invites Resumes for*

## DEPUTY FIRE CHIEF

Business Operations/Emergency Operations\*  
(Unclassified)

**(\*Open to sworn and non-sworn permanent employees of the County of Los Angeles.)**



**Filing Period:  
July 8, 2011 – Until position  
is filled.**

**Annual Salary:  
\$132,916 – \$232,488**



The County is governed by a five-member Board of Supervisors who are elected on a non-partisan basis and serve four-year terms. As the governing body, the Board of Supervisors serves as both the executive and legislative authority of the largest and most complex county government in the United States. Department heads report to the Chief Executive Officer (CEO) with the exception of three elected officials (Assessor, District Attorney, and Sheriff) and six appointed positions (Fire Chief, Auditor-Controller, County Counsel, Director of Children and Family Services, Director of Probation, and the Executive Officer of the Board of Supervisors).

The County has an annual budget in excess of \$24 billion, and 36 major administrative units or departments to serve the needs of the County's residents. The County employs over 100,000 full-time personnel to serve its diverse population.

### THE FIRE DEPARTMENT

The Los Angeles County Fire Department has a very rich and unique history, which is full of innovation, and daring accomplishments. From designing the 911 system in the 1970's to the current day Urban Search And Rescue and Homeland Security sections, the Los Angeles County Fire Department is a leader and a model to fire departments around the world. From the land, the air, or the water, the Los Angeles County Fire Department is ready for action. With numerous specialized units, the Los Angeles County Fire Department is capable of responding to everything from

the smallest animal rescue to a major terrorist incident in the region. From front line firefighters, to specialized and highly trained experts, these dedicated men and women place their lives on the line each and every day to maintain the public's safety, rescue them from harm, and provide a calming voice when disaster strikes.

The Fire Department is organized into six bureaus: three regional emergency operational bureaus, and three business operations bureaus: Administrative Services, Prevention Services and Special Services. There are 26 divisions; included are the 9 emergency operations field divisions, and specialized divisions that include Planning, Technical Services, Risk Management, Employee Relations, Command and Control, Construction and Maintenance, Information Management, Forestry, Fleet Services, Human Resources, Financial Management, Materials Management, Organizational Development, Fire Prevention, Health Hazardous Materials, Lifeguard, and the Air and Wildland Division.

The current departmental budget is over \$900 million and includes funding for approximately 4,518 positions.

### THE POSITION

The Deputy Fire Chief is an unclassified position, and is distinguished by its administrative responsibility for one or more bureaus within the Fire Department. Incumbents must exercise independent action and strategic planning for programs within their assigned bureaus and possess extensive managerial knowledge, the ability to make independent decisions, and effective interpersonal skills. The Deputy Fire Chief is appointed by the Fire Chief and reports to a Chief Deputy within the Fire Department.

Depending on the successful candidate's qualifications and experience, he or she may be appointed to the position of Deputy Fire Chief, Business Operations or Deputy Fire Chief, Emergency Operations.

### EXAMPLES OF DUTIES

- Advises and assists the County Forester & Fire Warden (Fire Chief) and Chief Deputy in formulating departmental regulations and policies.



- Manages the budget, plans, assigns, directs, and evaluates the work of one or more bureaus of the Fire Department.
- Prepares mutual aid agreements, represents the department at interagency conferences and operations, serves as departmental liaison with other County departments and governmental entities regarding areas of assigned responsibilities.
- Directs the coordination of the work of bureaus with other County departments, and establishes and maintains effective working relationships with other governmental agencies and the public.

#### May direct or manage the following:

- Fire suppression and other emergency activities.
- Fire prevention activities including inspection services and a public education program.
- Construction and maintenance of fire facilities, fire suppression camp programs, and communication and automotive services.
- Administrative and staff services including training, planning, research, special projects and reports, legislative review and personnel administration.

### QUALIFYING EDUCATION & EXPERIENCE

Graduation from an accredited college or university with a Bachelor's Degree -AND- three years of experience as a Battalion Chief/Administrative Services Manager III or higher. An additional year of the required experience may be substituted for the required education on a year for year basis to a maximum substitution of four years of paid experience.

#### LICENSE:

A valid California Class "C" Driver License is required to perform job-related essential functions.

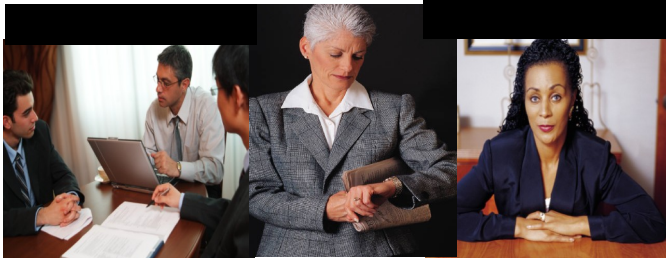
### DESIRABLE QUALIFICATIONS

#### Education:

- Graduation from an accredited college or university with a Master's Degree or higher in public administration, or a closely related field.

#### It is desirable for the incumbent to have demonstrated experience with, and knowledge of:

- Principles and practices of administration, including budget preparation and personnel management.



- Utilizing continuous improvement methods and best practices to promote a cooperative environment; and in demonstrating the integrity that aligns with County values, which provides for effective and responsible decision-making.
- Cultivating and sustaining critical relationships with a variety of key stakeholders, including elected and public officials, the media, advocacy groups, and representatives from other entities.
- Performance management programs ensuring employee effectiveness and accountability.
- Pertinent federal, state, and local laws, codes, and regulations related to the fire service or a public-safety organization.

#### In addition, it is desirable for incumbents to have the ability to:

- Manage, supervise and coordinate a variety of activities to support the Fire Chief in planning, organizing and directing operations of the Fire Department.
- Strategically formulate, implement, and enforce administrative policies in a medium-to-large department, and participate in the development and implementation of departmental goals and objectives.
- Direct, supervise, evaluate, plan and prioritize the work of professional and technical personnel in both staff and line capacities.
- Plan, direct and review fire suppression, fire and life safety code compliance, emergency medical activities, and hazardous materials emergencies.
- Organize and direct resources to control a major emergency incident.
- Ensure departmental hiring and promotional practices are consistent with the County's equal opportunity employment policy.